



## System/Business Analyst SOW Q&A

Question		Answer
1.	Can we submit multiple resumes for this position?	Yes, you are able to submit multiple resumes; however, each resume must be signed by the individual that you are submitting.
2.	Is there a conflict of interest form or statement format that we should be utilizing?	No, a simple statement regarding any conflict of interest by the vendor and by the individuals that you intend on submitting will be fine
3.	Is there currently a contractor working on a similar project, and will they be considered for this request?	No, this is a new project.
4.	Where should the person who may authorize to bind the company sign? Is the signature on the cover page acceptable (along with the candidate and the company contact?)	You can attach a cover sheet that contains both the company contact signature and information as well as the candidate's signature or information. You can also have your candidate sign the resume. We just need to know that they are aware that they have been submitted for a position.
5.	Since there are no definite timeframes provided (20-22 weeks are indicated,) what parameters shall we assume for a "not to exceed" price?	The actual endeavor will start as a 6 month contract – you can base the not to exceed cost on that timeframe. There may be the option to extend if we are not able to complete a majority of the work.
6.	Are we to assume 8 hours per day, 5 days per week and 22 weeks?	8 hours per day, 5 days per week for 6 months
7.	If we should assume after hours work needed, please provide guidance.	There will be no after hours work.
8.	Is it possible that there could be an extension on this contract?	Yes, it is possible